

Hired Equipment Program Supplier Participation Manual

January 1, 2024 Revision Matrix

Revision 5/1/2023 Page #	Revision 1/1/2024 Page #	Original Verbiage Revision 5/1/2023	New Verbiage Revision 1/1/2024
Cover / Title Pages			
Front Cover		Revision date: 5/1/2023, black and white picture of mulcher	New revision date: 1/1/2024, color picture of excavator
Chapter Title Pages		Each chapter page shown bolded in GOLD color with the words "HIRED EQUIPMENT" above chapter number, black and white picture of dozer	Removed "HIRED EQUIPMENT", added chapter title below chapter number, bolded in BLUE, color picture of excavator
Table of Contents			
Pages 3 - 4		Chapter 8 - Equipment listed in Alphabetical order; background picture changed	
Chapter 2: Supplier Registration			
Liability Insurance			
15	15	Added the following language to section:	
		No previous verbiage	<p><i>"General Liability minimum coverage requirement: \$300,000, combined single limit, per occurrence.</i></p> <p><i>Special Liability minimum coverage requirement: for vehicles 10,001 lbs. Gross Vehicle Weight Rating (GVWR) or greater that are motor carriers transporting property other than hazardous materials, such as non-fireline transport trucks hauling fireline equipment or loaded water tenders: minimum \$750,000 combined single limit, per occurrence (per Dept. of Motor Vehicles Industry Operations Division)."</i></p>

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Chapter 3: SB/DVBE Participation			
Benefits of Registering as an SB and/or DVBE			
17	17	First bullet point: Removed "certified"	
		"Having one or multiple certifications can benefit businesses as CAL FIRE provides preferential selection to certified Suppliers when filling requests for Hired Equipment resources."	"Having one or multiple certifications can benefit businesses as CAL FIRE provides preferential selection to suppliers when filling requests for Hired Equipment resources."
		Second bullet point, second sentence: Removed "This means that in order to avoid late payment penalties"	
		"Declared fire season does not affect the Prompt Payment requirements for SB and/or DVBE Suppliers. This means that in order to avoid late payment penalties, CAL FIRE must issue payment within 45 days of receipt of goods and/or services rather than the 70 days permitted for non-SB and non-DVBE businesses. "	"Declared fire season does not affect the Prompt Payment requirements for SB and/or DVBE suppliers. CAL FIRE must issue payment within 45 days of receipt of goods and/or services rather than the 70 days permitted for non-SB and non-DVBE businesses."
Preferential Selection			
18	18	First paragraph, second sentence: Removed "dependent on their number of certifications"	
		"Preferential selection applies to Planned Need resources. Preference is determined by assigning Suppliers to tiers, dependent on their number of certifications . There are three tiers of hiring, as follows:"	"Preferential selection applies to Planned Need resources. Preference is determined by assigning suppliers to tiers. There are three tiers of hiring, as follows:"

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Chapter 4: Incident Activation Guide			
Pre-Hire Directives			
20	20	Second paragraph, first sentence: Removed "must" and replaced with "shall"	
		<i>"Suppliers must not contact CAL FIRE...."</i>	<i>"Suppliers shall not contact CAL FIRE...."</i>
		Third paragraph, first sentence: Removed "must" and replaced with "shall"	
		<i>"Suppliers must not respond to..."</i>	<i>"Suppliers shall not respond to..."</i>
Equipment and Operator Acceptance at Incident Operators			
22	22	First paragraph: Added new verbiage after last sentence	
		No previous verbiage	<i>"Supplier shall have a signed copy of their EERA in possession upon arrival to an incident."</i>
Agreements Inconsistent with Standards			
24	24	Second paragraph, second sentence: Removed "with the correct rates."	
		<i>"In these cases, incident personnel shall advise the Hired Equipment Coordinator for the Unit that issued the EERA and the Statewide Hired Equipment Coordinator of the error and request that the agreement be amended with the correct rates . Incident personnel may:"</i>	<i>"In these cases, incident personnel shall advise the Hired Equipment Coordinator for the Unit that issued the EERA and the Statewide Hired Equipment Coordinator of the error and request that the agreement be amended. Incident personnel may:"</i>

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Chapter 4: Incident Activation Guide (Continued)			
Agreements Inconsistent with Standards (Continued)			
24	24	Bullet point A: Removed "in the original EERA" and replaced with "per chapter 9 of the SPM"	
		" Use the Supplier for the assignment for which they were hired and pay the rates in the original EERA. "	"Use the supplier for the assignment for which they were hired and pay the rates per chapter 9 of the SPM. "
		Bullet point B: Removed "for the correct rate"	
		"Offer to issue an Incident Only Agreement for the correct rate."	"Offer to issue an Incident Only Agreement."
Chapter 5: Training & Personnel Requirements			
Training Requirements			
27	27	Second paragraph: Removed "Fireline" and "card" and replaced with "Incident" and "diploma"	
		"... are outlined in the Fire Service Training and Education Program (FSTEP) Fireline Safety Awareness for.... Each operator who issued a course completion card valid for ... Operators shall retain this course completion card and present it to incident personnel upon request. Incident personnel shall verify that all operators operating equipment under an EERA have a copy of the safety training completion card in their possession."	"... are outlined in the Fire Service Training and Education Program (FSTEP) Incident Safety Awareness for Each operator who ... issued a course completion diploma valid for ... Operators shall retain this course completion diploma and present it to incident personnel upon request. Incident personnel shall verify that all operators operating equipment under an Emergency Equipment Rental Agreement (EERA) have a copy of the safety training completion diploma in their possession."

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Chapter 5: Training & Personnel Requirements (Continued)			
Fireline Equipment (sidebar)			
		Alphabetized equipment list and updated FSTEP Curriculum web link:	
27	27	https://osfm.fire.ca.gov/divisions/state-fire-training/fstep-curriculum	https://osfm.fire.ca.gov/what-we-do/state-fire-training/fire-service-training-and-education-program
Chapter 6: Personal Protective Equipment			
Personal Protective Equipment Standards and Requirements for Non-Fireline Personnel			
		Added: "for Non-Fireline Personnel" to first sub-heading and removed first bullet point	
30	30	<i>California Code of Regulations Title 8, §3410, Wildland Fire Fighting Equipment Standards</i>	Removed
Personal Protective Equipment Standards and Requirements for Fireline Equipment Operators			
		Added: Additional verbiage for PPE requirements	
30	30	No previous verbiage	<i>"PPE requirements are determined by the CAL FIRE Safety Program. At the time of hire and for the duration of the incident, each equipment operator shall possess and maintain the minimum PPE listed below. This includes relief operators traveling to and from fireline assignments and incident base. Supplier's PPE shall not display any "Fire Department" logos or markings"</i>

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Chapter 7: Annual Safety Inspections & Permits			
Caltrans Permit Office (Side Bar)			
		Updated Caltrans Permits Office Contact Information and website link:	
33	33	<p><i>Inquiries: 916-653-3442</i> <i>Fax: 916-653-3291</i></p> <p><i>Caltrans website: https://dot.ca.gov/</i></p>	<p><i>Regular business hours inquiries: (916) 322-1297</i> <i>After hours emergency inquiries: (916) 653-3442</i> <i>Fax: (916) 322-4966</i></p> <p><i>Caltrans website:</i> <i>https://dot.ca.gov/programs/traffic-operations/transportation-permits</i></p>
Vehicle Registration			
		Removed: "License" from sub-heading and throughout section, and replaced with "Registration"	
33	33	<p><i>"In order to be included on an EERA, vehicles must be currently legally licensed to operate for the type of use intended by the EERA. Licenses may be issued by California or by another state. Vehicles must additionally meet applicable requirements for commercial vehicles, non-commercial vehicles, or Special Equipment (SE) vehicles. Vehicle licenses must be current any time equipment is assigned to an incident or providing station coverage."</i></p>	<p><i>"In order to be included on an Emergency Equipment Rental Agreement (EERA), vehicles must be currently registered to operate for the type of use intended by the EERA. Registration may be issued by California or by another state. Vehicles must additionally meet all applicable requirements for commercial vehicles, non-commercial vehicles, or Special Equipment (SE) vehicles. Vehicle registration must be current any time equipment is assigned to an incident or providing station coverage."</i></p>

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Chapter 7: Annual Safety Inspections & Permits (Continued)			
Annual Safety Inspections			
34	34	<p>First paragraph: Revised verbiage in first sentence, removed "under agreement with CAL FIRE" and "Proof of inspection under the Biennial Inspections of Terminals (BIT program) is not acceptable."</p> <p><i>"All privately-owned vehicles requiring commercial drivers' licenses and with 26,001 lbs. Or greater GVWR, or at the discretion of the CAL FIRE Hired Equipment Coordinator, under agreement with CAL FIRE shall be safety-inspected annually. CAL FIRE personnel shall verify this inspection has occurred prior to hire each year. This includes California SE-licensed vehicles, commercially licensed vehicles, and vehicles registered in other states. Proof of inspection under the Biennial Inspection of Terminals (BIT program) is not acceptable. CAL FIRE shall accept an inspection as valid for one year only. An inspection date greater than twelve months prior shall be rejected."</i></p>	<p><i>"All privately-owned vehicles requiring commercial drivers' licenses, any vehicle with a Gross Vehicle Weight Rating greater than 26,001 lbs. or at the discretion of the CAL FIRE Hired Equipment Coordinator, shall be safety-inspected annually. CAL FIRE personnel shall verify this inspection has occurred prior to hire each year. This includes California SE-licensed vehicles, commercially licensed vehicles, and vehicles registered in other states. CAL FIRE shall accept an inspection as valid for one year only. An inspection date greater than twelve months prior shall be rejected."</i></p>

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Chapter 7: Annual Safety Inspections & Permits (Continued)			
Annual Safety Inspections (Continued)			
34	34	Third paragraph: Revised verbiage, removed references to Federal Motor Carrier Safety Regulations, added additional language	
		<p><i>"CAL FIRE personnel shall not perform this inspection. All costs are the Supplier's responsibility. The inspection shall meet the criteria found in Federal Motor Carrier Safety Regulations Part 393; Parts and Accessories Necessary for Safe Operation, 393.1 through 393.209; and Title 49, Parts 40, 325, 350 and 399; and the California Vehicle Code, Division 14.8; 34500 Safety Regulations; and California Code of Regulations Title 13... This inspection must be performed by a facility licensed in the State of California as a commercial motor vehicle repair and maintenance facility, or by the CHP Commercial Division."</i></p>	<p><i>"CAL FIRE personnel shall not perform this inspection. All costs are the supplier's responsibility. Although certain vehicles are exempt from certain equipment and regulatory requirements (e.g., SE plated vehicles), each vehicle to be included on the EERA shall follow all Federal and State annual inspection requirements that comply with Title 49 Sections 396.17 and 396.21... . This inspection must be performed by a commercial garage, fleet leasing company, truck stop, or other similar commercial business, that operate and maintain facilities appropriate for commercial vehicle inspections and employ qualified inspectors ."</i></p>
		Bottom of page: Added statement referencing additional CHP form.	
		No previous verbiage	<p><i>"CHP 343A, Vehicle/Equipment Inspection Report Motor Carrier Safety Operations form does not take the place of this annual inspection and shall not be accepted as the safety inspection."</i></p>

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Chapter 8: Equipment Standards & Requirements			
35-112		All equipment organized alphabetically throughout the chapter, and added additional verbiage to fire extinguisher requirement	
36, 39, 42, 46-47, 49- 50, 53, 65- 66, 90, 94- 104, 112	36-37, 41, 46- 53, 63-64, 69, 73, 88, 91, 94- 96, 100-101, 106, 110	<i>"Fire extinguisher rated 2A10BC or better"</i>	<i>"Fire extinguisher rated 2A10BC or better, maintained per State Fire Marshal regulation "</i>
Clerical Support Module			
		Type I Clerical Support Module: Revised requirements to remove outdated equipment/items	
106	42	<i>"Fax Machines: One (1) stationary; laser type, heavy duty, capable of sustaining large volume of faxing. Three (3) remote with capability for photocopying, plain paper type and available for use at other locations at the incident base."</i>	Removed
		<i>"Telephone capabilities: Unit shall be pre- wired for telephone use with a minimum of four (4) line capability and a single hook- up box located on unit exterior."</i>	Removed

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Chapter 8: Equipment Standards & Requirements (Continued)			
Clerical Support Module (Continued)			
106	42	Type I Clerical Support Module: Revised requirements to remove outdated equipment/items (Continued)	
		"Computers: two (2) compact disc read-write drive , minimum of one available USB port, Microsoft Office Professional software, operating system of Windows 10 or better and networked with scanner and printers."	"Computers: minimum of one available USB port Microsoft Office Professional software, operating system of Windows 10 or better and networked with scanner and printers"
		Last bullet point: Revised verbiage and added additional scanner requirement	
		"Scanner: One (1) color flatbed networked with all computers."	"Scanner: Two (2) capable of sustaining large volume of scanning, to include color, double sided, and networked with all computers"
108	44	Type II Clerical Support Module: Revised requirements to remove outdated equipment/items	
		"FAX machine: One (1) laser type, heavy duty, capable of sustaining large volume of faxing."	Removed
		"Telephone capability: Minimum of 100 feet of telephone line with RJ-11 connectors."	Removed

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Clerical Support Module (Continued)			
108	44	Type II Clerical Support Module: Revised requirements to remove outdated equipment/items (Continued)	
		“Computer: One (1) compact disc read-write drive , minimum of one (1) available USB Port, Microsoft Office Professional software, operating system of Windows XP or better and networked with printer.”	“Computer: minimum of one (1) available USB Port Microsoft Office Professional software, operating system of Windows 10 or better and networked with printer”
		Added: Additional scanner requirement	
		No previous verbiage	“Scanner: Two (2) capable of sustaining large volume of scanning, to include color double sided, and networked with all computers”
Command & Office Trailer Modules			
77	45	Revised: Requirements to remove outdated equipment/items	
		“All in one printer/copier/fax/scan with drivers/dedicated line”	“One (1) all-in-one printer, copier, scanner, fax capable of minimum 26 page per minute printing capability”
		“One (1) telephone at each workstation”	Removed
		“One (1) telephone at each workstation”	Removed

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Command & Office Trailer Modules (Continued)			
		Revised: Requirements to remove outdated equipment/items (Continued)	
77	45	<i>“One (1) internal phone punch panel wired for each workstation/fax”</i>	Removed
Faller Modules			
		Third paragraph: Revised verbiage to remove "Verbal" verification of faller's experience	
49	49	<i>"Prior to generating an EERA with a faller, the Supplier must show evidence that they are qualified. Such evidence may be in the form of references from former employers, customers, government forest practice foresters, licensed timber operator, or sale administrators who can provide verbal or written verification of the faller's ability to fall and buck trees exceeding 24" DBH."</i>	<i>"Prior to generating an EERA with a faller, the supplier must show evidence that they are qualified. Such evidence may be in the form of references from former employers, customers, government forest practice foresters, licensed timber operator, or sale administrators who can provide written verification of the faller's ability to fall and buck trees exceeding 24" DBH."</i>
GIS Support Modules			
		All Types GIS Support Module and Package A: Updated requirement for ArcPro license	
72-74	58-60	<i>"Must have the latest National Interagency Fire Center approved version of ArcPRO for Desktop Basic license. Must contact CAL FIRE Hired Equipment Coordinator each year prior to the fire season to determine appropriate version."</i>	<i>"Must have the latest National Interagency Fire Center approved version of ArcPRO for Desktop Advanced license. Must contact CAL FIRE Hired Equipment Coordinator each year prior to the fire season to determine appropriate version."</i>

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Helicopter Operations Support Modules			
110	71	Type II Helicopter Operations Module: Revised subheading and verbiage, removed requirements for outdated equipment/items	
		<i>"Communication Equipment Requirement (Telephones/Internet Service/Access)"</i>	<i>" Internet Access Requirements"</i>
		<i>"Four (4) pre-wired RJ-11 phone jacks."</i>	Removed
		<i>"Telephone handset at each workstation"</i>	Removed
112	73	Added: Printer requirement	
		No previous language	<i>" One (1) all-in-one printer, copier, scanner, fax capable of minimum 26-page-per- minute printing capability "</i>
		Additional Equipment Requirements: Removed requirements for "wood" barricade	
		<i>"Ten (10) 24" x 42" barricades (wood) with reflective stripes and weighted base"</i>	<i>"Ten (10) 24" x 42" barricades with reflective stripes and weighted base"</i>
		<i>"Four (4) 24" x 42" barricades (wood) with reflective stripes and weighted base, orange & black "HELIBASE"</i>	<i>"Four (4) 24" x 42" barricades with reflective stripes and weighted base, orange & black "HELIBASE"</i>
		<i>"Four (4) 24" x 42" barricades (wood) with reflective stripes and weighted base, orange & black "NO PARKING"</i>	<i>"Four (4) 24" x 42" barricades with reflective stripes and weighted base, orange & black "NO PARKING"</i>

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Mobile Kitchen Support			
57, 119	83, 121	Revised: Folding chair minimum weight	
		"Chairs: Folding chairs; 300-lb minimum"	"Chairs: Folding chairs; 275-lb minimum"
Refrigerator Trucks & Trailers			
54	89	Top of page, "Refrigerator Trucks & Trailers": Added additional bullet point	
		No previous verbiage	<i>"Service vehicle and service personnel are included in the daily rate."</i>
		Refrigerator Truck Box Lengths, First paragraph: Removed second sentence	
		"CAL FIRE hires refrigerator trucks without operator. Service vehicle and service personnel are included in the daily rate. "	<i>"CAL FIRE hires refrigerator trucks without operator."</i>
		Trailer Lengths: Revised Length parameters	
		24- 48 feet	24-28 feet
Special Vehicle Module Types			
51	97	Added: Note to bottom of vehicle list	
		No previous verbiage	<i>" Note: Stakeside panels shall be sectional, removable, and at a minimum, be level with the height of the cab. Stakesides shall be flatbed only (no pickup beds). "</i>

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Tractors & Transport Combinations			
40, 116	102, 126	Revised: Transport Combinations Permitted Load limits	
		"Caltrans permitted load 80,000- 100,000 lbs. 3S2 or 3S3 Combination (example: 18–22 wheels)"	"Caltrans permitted load 80,000- 99,999 lbs. 3S2 or 3S3 Combination (example: 18–22 wheels)"
		"Caltrans legal load 80,000 lbs. or less 3S1 or 2S2 Combination (example: 14–16 wheels)"	"Caltrans legal load 79,999 lbs. or less 3S1 or 2S2 Combination (example: 14–16 wheels)"
40	102	Added: Note to bottom of Transport Combinations list	
		No previous verbiage	" Note: Rates will be paid by tire count if no valid Caltrans Annual Transportation Permit is on file upon signup. "
Traffic Safety Modules			
92	103	Top of page: Added additional lighting requirement	
		"All supplies must be in an enclosed, lockable trailer."	"All supplies must be in an enclosed, lockable trailer and must also have working lighting inside. "
		Barricade requirements: Removed "wood", added "and weighted base."	
		"24" x 42" Barricade wood with reflective stripes"	"24" x 42" Barricade with reflective stripes and weighted base "

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Fireline Water Tenders			
43	107	Fireline Water Tender minimum requirements, additional equipment, third bullet point: Revised hose requirement:	
		<i>"One (1) 2.5" soft suction hose (fire hose), minimum 25 feet long, with NH couplings"</i>	<i>"One (1) 2.5" fire hose, minimum 25 feet long, with NH couplings"</i>
Chapter 9: Rates			
113-126	113-127	All equipment organized alphabetically throughout the chapter, and all rates have been updated	
Chapter 10: Forms			
127-155	128-159	Updated forms with the most current version dates:	
129-135	130-135	<i>Checklist For Preparing the CAL FIRE EERA (CAL FIRE-290) Rev. 01/20</i>	<i>Checklist For Preparing the CAL FIRE EERA (CAL FIRE-290) Rev. 12/23</i>
139-145	139-146	<i>Emergency Equipment Rental Agreement (CAL FIRE-294) Rev.01/23</i>	<i>Emergency Equipment Rental Agreement (CAL FIRE-294) Rev.12/23</i>
147-149	148-151	<i>Radio Frequency Use Agreement (FC-100R) Rev. 05/22</i>	<i>Radio Frequency Use Agreement (FC-100R) Rev. 03/23</i>
150	152-153	<i>Hired Equipment Fireline/Suppression Repair Inspection Checklist (FC-291A) Rev. 05/23</i>	<i>Hired Equipment Fireline/Suppression Repair Inspection Checklist (FC-291A) Rev. 12/23</i>
151	154-155	<i>Hired Equipment In-Camp Support Equipment Checklist (FC-291B) Rev. 05/23</i>	<i>Hired Equipment In-Camp Support Equipment Checklist (FC-291B) Rev. 12/23</i>